

# Fairfax County Park Authority Picnic Permit Application

**FCPA Park Services Division-Picnic Coordinator**  
**12055 Government Center Parkway, Suite 927, Fairfax, VA 22035**  
**Website: [www.fairfaxcounty.gov/parks/picnics](http://www.fairfaxcounty.gov/parks/picnics)**  
**Phone (703) 324-8732 Monday-Friday 8:00am-4:30pm / Fax (703) 631-2004**  
**Email: [FCPAPicnicApplications@fairfaxcounty.gov](mailto:FCPAPicnicApplications@fairfaxcounty.gov)**

## Picnic Reservation Rules and FAQ:

- Alcoholic beverages are prohibited.
- Picnic reservations do not include reserved parking, ball fields, or other park amenities. To reserve a ball field please call 703-324-5533.
- A Damage/Clean-Up fee may be collected if the reservable site is damaged or left unclean.
- Entrance fees for Non-County Residents apply at Burke Lake Park on weekends and holidays from the beginning of April through the end of October.

## Cancellation/Change policy:

- Cancellations requested with a minimum of 10 working days notice shall be granted a refund, less a \$25 cancellation fee. **No refunds will be granted within 10 days of your rental.**
- The change fee will be \$25 for all reservation changes. There is no charge for changes made more than 30 working days in advance of the rental date. **No changes will be allowed within 10 days of your rental.**
- For inclement weather, you will be granted a refund for **uncovered picnic areas only!** Cancellations due to inclement weather call 703-324-8732 the day of the event and leave a message.
- PICNIC SHELTER, CANOPY, AND GAZEBO RESERVATIONS ARE NOT REFUNDABLE DUE TO INCLEMENT WEATHER.
- **Payment in full must be received with the picnic application to receive a Picnic Permit. No reservation is considered valid until a Picnic Permit has been issued. Event plans should not be finalized until you receive the picnic permit. Once we receive your application and payment a permit will be mailed and should be received in 5-7 working days.**

## Special Use Permit :

**Fees:** \$25 per application

One application and fee due per park, regardless of the number of features requested

- Moon Bounces, Inflatables, Dunk Tanks, Carnival Rides, Pony Rides, Petting Zoos, DJs, Bands, and other amplified sound systems are not permitted in Fairfax County Parks without separate approval. Approval is determined on a case by case basis by park management. If the request is approved, details of approved activities will be indicated on the picnic permit.

## Volleyball Court Rental:

Volleyball courts are located at Burke Lake, Lake Accotink, Lee District, Nottoway, and Riverbend. The fee is \$10 per hour when you have reserved a picnic area. The fee is \$15 per hour with no picnic reservation.

## Sports Equipment Bag Rental:

Sports Equipment Bags are available at Brookfield Park, Burke Lake, Frying Pan, Lake Accotink, Lake Fairfax, Lee District, and Riverbend Park. The rental fee is \$25.

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Member Number \_\_\_\_\_  
(Office Use)

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Phone (703) 324-8732 Monday-Friday 8:00am-4:30pm / Fax (703) 631-2004

Email: [FCPAPicnicApplications@fairfaxcounty.gov](mailto:FCPAPicnicApplications@fairfaxcounty.gov)

## Applicant Information:

Name:	Organization/Company Name:	
Mailing Address: <i>*Picnic Permit will be mailed along with the receipt. List the address where you wish to have the permit mailed.</i>		
Home Phone:	Cell Phone:	Work Phone:
E-Mail Address:		

## Activity/Event Details:

Park:	Specific Area Requested:	
Date:	Start Time:	End Time:
Description of event:		
Maximum Attendance: <i>*Cannot exceed capacity of reservable area</i>	Is this a company activity? YES <input type="checkbox"/> NO <input type="checkbox"/> How will your event be advertised?	

**Group is responsible for adhering to all Park Authority policies, rules, and regulations. Please read carefully and completely the following questions and rules pertaining to picnic rentals:**

Will you need to reserve a volleyball court? Time In: _____ Time Out: _____	YES	NO	Check One: Burke Lake , Lake Accotink , Lee District , Nottoway , Riverbend
Will you need to rent a sports equipment bag?	YES	NO	Check One: Brookfield Park , Burke Lake , Frying Pan , Lake Accotink , Lake Fairfax , Lee District , Riverbend Park
Will you need to reserve an amphitheater?	YES	NO	Check One: Burke Lake , Ellanor C Lawrence , Lee District , Mason District .

**All additional provisions or special requests must have park staff approval and require a separate \$25 Special Use Permit fee.**

Will you have a Moon Bounce?	YES	NO	If yes, how many?
Will there be amplified sound?	YES	NO	If yes, explain and identify hours of use:
Will you have any other types of entertainment?	YES	NO	If yes, provide details:
Will you be posting signs for your event?	YES	NO	Signage may not be nailed, stapled, etc. to trees, signs, or buildings.

Additional Details:

## Fees:

Shelter/Picnic Area Rental			= Fee Due:
Volleyball Court Rental	\$10/hr	*Court rental fee is \$15/hr if there is no shelter/picnic area rental	= Fee Due:
Sports Bag Rental	\$25		= Fee Due:
Special Use Permit Fee	\$25		= Fee Due:
<b>TOTAL FEES DUE:</b>			<b>\$</b>

## Payment Information:

The user hereby agrees to indemnify and hold harmless Fairfax County, the Fairfax County Park Authority, their officers, agents, all employees, and volunteers from any and all claims for bodily injury, and personal injury, and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees. Group is responsible for abiding by all FCPA policies, rules and regulations.

Payment Method: Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>	Date:
Card Number:	Expiration Date:
Group Representative Signature:	Revised 12/12